



MIAMI BEACH

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OFFICE OF THE CITY MANAGER

LTC # **196-2013**

LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: June 7, 2013

SUBJECT: Evaluation Committee Relative to Request for Proposals (RFP) No. 157-2013, for Gymnastic Program Instruction Services

The purpose of this LTC is to update the Mayor and City Commission on the Request for Proposals (RFP) No. 157-2013, which seeks to select a firm to provide gymnastics program instruction services at the Scott Rakow Youth Center.

I am considering appointing the following individuals to serve on the Evaluation Committee:

- Ellen Vargas, Facility Manager, Scott Rakow Youth Center, Parks & Recreation Department.
- Stephanie Rosen, Resident and Scott Rakow Center Advisory Committee.
- Glenda Phipps, Resident and City of Miami Beach Leadership Academy Graduate.
- Eric Stevens, Resident and City of Miami Beach Leadership Academy Graduate.
- Edgar Botto, Director of Athletics, Miami Beach Senior High School.

I am also considering the following individuals as alternates:

- Tracey Herrera, Recreation Program Supervisor, Parks & Recreation Department.
- Esther Choukroun, Resident and Scott Rakow Center Advisory Committee.
- Mar Rodriguez, Resident and City of Miami Beach Leadership Academy Graduate.
- Kris Puryear, Resident and City of Miami Beach Leadership Academy Graduate.

Please be reminded that the RFP is subject to the Cone of Silence and any comments or recommendations must be made in writing with a copy to the City Clerk.

I would appreciate your comments or suggestions by Wednesday, June 12, 2013.

Thank you.

C: Kathie Brooks, Assistant City Manager  
Alex Denis, Procurement Division Director  
Kevin Smith, Director, Parks & Recreation Department  
Rafael Granado, City Clerk

## Rodriguez, Lourdes

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**From:** Vargas, Ellen  
**Sent:** Thursday, May 30, 2013 1:01 PM  
**To:** Rodriguez, Lourdes  
**Cc:** Magrisso, Julio  
**Subject:** RE: Evaluation Committee members RFP 157-2013 Gymnastic Program Instruction Services

Two city people:

Ellen Vargas (Parks and Recreation)  
Theresa Buigas ({Parks and Recreation)

Three outside people:

Stephanie Rosen [rosentep@gmail.com](mailto:rosentep@gmail.com) 305 970-5603

Miami Beach resident, daughter is a cheerleader on the Scott Rakow Youth Center competitive Extreme Cheerleading team for over 2 years. Her daughter has taken gymnastics at other organizations.

Esther Choukroun [eeegozi@flaglerinvestment.com](mailto:eeegozi@flaglerinvestment.com) 305 903-6621

Miami Beach resident, three children that has participated in several programs offered by Miami Beach Parks and Recreation.

Edgar Botto [edbotto@dadeschools.net](mailto:edbotto@dadeschools.net) 305 794-2020

Director of Athletics, Miami Beach High School

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**Ellen Vargas**, Scott Rakow Youth Center Facility Manager  
2700 Sheridan Avenue, Miami Beach, FL 33140  
Tel: 305-673-7000 ext. 4802 / Fax: 786-394-5451 [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

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**From:** Rodriguez, Lourdes  
**Sent:** Thursday, May 30, 2013 11:13 AM  
**To:** Vargas, Ellen; Magrisso, Julio  
**Cc:** Estevez, Maria; Denis, Alex  
**Subject:** RE: Evaluation Committee members RFP 157-2013 Gymnastic Program Instruction Services

Ellen and Julio,

In accordance with the above-referenced solicitation, an evaluation committee must be named by the City Manager to evaluate proposals received by the City and consider presentations, as applicable, from proposers. As a stakeholder department, please provide a list of:

- Two (2) department or City employees (previously submitted: Ellen Vargas and Tracey Herrera, but they cannot serve together as Tracey is a subordinate to Ellen but Tracey can serve if for some reason Ellen cannot. Do you want to include perhaps someone from Finance who would be able to assist the rest of the committee members with the cost proposal?)
- Three (3) representatives from outside agencies

from which the City Manager can select evaluation committee members. For each evaluation committee member candidate, please include a brief explanation of the individual's strengths relative the scope of services of the

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**Julio E. Magrisso**, Assistant Director

Parks & Recreation Department

2100 Washington Avenue, Miami Beach, FL 33139

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**From:** Rodriguez, Lourdes

**Sent:** Friday, May 24, 2013 10:35 AM

**To:** Vargas, Ellen; Magrisso, Julio

**Cc:** Estevez, Maria; Denis, Alex

**Subject:** Evaluation Committee members RFP 157-2013 Gymnastic Program Instruction Services

Ellen and Julio,

Other than Ellen, any other recommendations for the committee – folks from other Cities or schools involved in a gymnastics program.

Thank you,

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**Lourdes Rodriguez**, CPPB

Procurement Coordinator

**PROCUREMENT DIVISION**

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